



MEMORANDUM

Date: May 21, 2018

To: The Honorable Chairman and Members
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to be "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Appointment of Interim Director of the Finance and Risk Management Department**

Finance and Risk Management Director Keith Dommer is retiring from the County in the next few weeks. To help in the transition of department leadership, I am appointing Michelle Campagne as the Interim Director of the Finance and Risk Management Department.

Ms. Campagne has been providing financial management for Pima County for the past 18 years, after having worked for nine years at the Office of the Auditor General for Arizona. In 2000, she was selected as the Controller at the County's Kino Community Hospital. From there, Ms. Campagne managed the financial division within the Regional Wastewater Reclamation Department before transferring into the Finance and Risk Management Department in 2004 as the Financial Management & Audit Division Manager. For the past eight years, she has been one of the Deputy Directors in Finance and, among her other duties, has been the primary person responsible for managing all of the County's debt issues and CIP funding. Ms. Campagne graduated from the University of Arizona and received her Bachelor's degree in accounting and finance. She is also licensed as a Certified Public Accountant in Arizona.

I have worked with Ms. Campagne throughout her time in Finance and Risk Management and believe her skill and years of knowledge of County financing will be a great asset to leading the Department.

Based on successful completion of the interim assignment, it is my intention to make this appointment permanent.

CHH/mp

Attachment

c: Jan Leshner, Chief Deputy County Administrator
Tom Burke, Deputy County Administrator for Administration
Carmine DeBonis, Jr., Deputy County Administrator for Public Works
Michelle Campagne, Interim Director, Finance and Risk Management

Michelle L. Campagne, CPA

EDUCATION

UNIVERSITY OF ARIZONA, Tucson, Arizona
Bachelor of Science, Accounting and Finance

EXPERIENCE

September 2010 - Present

FINANCE & RISK MANAGEMENT, Pima County
Deputy Finance Director

- Oversight over the Financial Control and Reporting, Financial Management, Departmental Analysis, and Revenue Management & Audit Divisions.
- Manage the Administration Division.
- Provide oversight and leadership, in conjunction with the Director and other Deputy Directors, to the 200+ employees of Finance and Risk Management.
- Work with the Director in the planning, sale, and management of all debt issues (i.e., General Obligation, Street & Highway, Certificates of Participation, Sewer Bonds, WIFA Loans, Sewer Obligations, etc.).
- Review the various Capital Improvement Program funding sources and ensure that the appropriate level of debt is issued or that adequate funding exists.
- Create the documents needed for the various Regional Wastewater Reclamation Financial Plans.
- Supervise, train, and assign work priorities and evaluate staff performance.
- Assist in the planning and preparation of the annual budget for the Department.
- Managed the 2013 Bond Audit.

November 2004 - September 2010

FINANCE & RISK MANAGEMENT, Pima County
Financial Management & Audit Division Manager

- Managed the Financial Management & Audit Division, which included Debt Issuances, Debt Management, Cash Management, Capital Improvement Program, Revenue and Collections, Internal Audit and Improvement Districts.
- Supervised, trained and assigned work priorities and evaluated staff performance.
- Developed the Cash Flow template utilized by the Cash Management Section.
- Met with various departments to discuss their 5-year cash flow position.
- Worked with the Director to plan, sell, and manage all debt issues (i.e., General Obligation, Street & Highway, Certificates of Participation, Sewer Bonds, WIFA Loans, Sewer Obligations, etc.).
- Reviewed the various Capital Improvement Program funding sources and ensured that the appropriate level of debt was issued or that adequate funds existed.
- Created the documents needed for the various Regional Wastewater Reclamation Financial Plans.
- Ensured debt compliance with Bond Ordinances and post issuance requirements.
- Integral part of the County-wide ERP implementation project.
- Reviewed Internal Audit and Quarterly Revenue Reports.

November 2003 -
November 2004

REGIONAL WASTEWATER RECLAMATION DEPARTMENT, Pima County
Controller

- Managed the accounts payable, accounts receivable, and employee services' functions within the department.
- Worked with the Finance Director to plan, sell, and manage the 2004 WIFA Loan.
- Analyzed financial data to determine the propriety of the amounts reported within the monthly and annual financial statements.
- Supervised, trained and assigned work priorities and evaluated staff performance.
- Assisted in the compilation of the amounts recorded within the Pima County Comprehensive Annual Financial Report, Single Audit Reporting Package, and Expenditure Limitation Report for the Department.
- Assisted in the planning and preparation of the annual budget for the Department.

December 2000 -
June 2004

KINO COMMUNITY HOSPITAL, Pima County
Controller

- Planned, organized, and supervised the accounts payable, accounts receivable, fixed assets, dental billing, internal audit, and payroll functions within the hospital.
- Analyzed financial data to determine the propriety of the amounts reported within the monthly and annual financial statements.
- Compiled monthly and annual financial statements.
- Supervised, trained and assigned work priorities and evaluated staff performance.
- Prepared all data requests received from the external auditors.
- Assisted in the planning and preparation of the annual budget for the Department.
- Evaluated internal control policies and procedures within various divisions within the hospital.
- Compiled various data requests for the Medicare Cost Report and the Medicare Cost Report audits.

January 1992 -
December 2000

OFFICE OF THE AUDITOR GENERAL, State of Arizona
Audit Senior, Auditor II, and Auditor I

Planned, coordinated, and conducted annual financial and compliance audits of state agencies, counties, community colleges, hospitals, and universities within Arizona.